

# Working in a Project Team

## Luleå, Sweden, 27-29 March 2012

Many courses in project management maintain a level of abstraction that makes it difficult for participants to put theory into practice. In the present course, participants gain practical experience by applying the management methods to a project of their own making. The aim is for, participants to come away with knowledge that is immediately useful, and also to find out about their own latent management styles.

The lectures are designed to prepare participants not only for the management of projects, but also for the day-to-day interaction with customers, suppliers and project team colleagues.



The lectures will be given by Peter Berlin, M.Sc.. His 42-year career in the international space business includes Project management of large satellite programmes at ESA and Inmarsat. In his capacity of aerospace consultant, writer and teacher, he has lived and worked in many countries, notably the USA, Holland, Germany, France and Russia. He is currently

involved in spacecraft system engineering activities at OHB System in Bremen.

### **Course contents:**

1. Project phases
  - What is a project?
  - Feasibility studies
  - Design & development
  - Manufacturing
  - Delivery
2. Planning
  - The importance of careful planning
  - The Gantt chart
  - The trend chart
  - Using Microsoft Project
3. Work breakdown
4. Recruitment and organisation
  - Recruitment methods
  - The hierarchical organisation
  - The matrix organisation
5. Risk analysis
6. Technical documentation
  - Types of document
  - Specifications
7. Contracts
  - The importance of a good contract
  - Contractual building blocks
  - Negotiating techniques
  - Adapting to different cultures
8. Writing a convincing business plan
  - Purpose
  - Contents
9. Management styles
  - Establish your own management style